

2920

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

06/01/00

Revised

TITLE: GENERAL SERVICES WORKER (FLEET)

DEFINITION

Under direct supervision, to perform a variety of unskilled and limited skilled office, maintenance and miscellaneous tasks; to pick up automobile and equipment parts from vendors and deliver them as required; and to do relate work as required.

REPORTS TO: Fleet Management Supervisor, or designee.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Fleet Management Supervisor, or designee.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Pick up and deliver parts from various vendors.
- Transport mechanics to and from vendor sites.
- Stock and/or relocate supplies.
- Perform shop and facility cleanup.
- Remove and replace vehicle logos and asset numbers.
- Serve as back up to Fuel Island Attendant and Warehouse Worker during vacation, sick leave, and other absences.

QUALIFICATIONS**Knowledge of:**

- Geographic area

Ability to:

- Perform moderate to heavy manual labor (depending upon assignment).
- Understand and carry out oral and written instructions.
- Read a map.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of the eighth grade.

Experience: None

NECESSARY SPECIAL REQUIREMENTS

Possession of an appropriate, valid Class "C" California Motor Vehicle Operator's License and proof of a good driving record.

MEDICAL CATEGORY: Group 2